

Real Estate Standard Reports Quick Reference Guide

Overview

This guide explains the standard RE reports available in SAP. It covers the following:

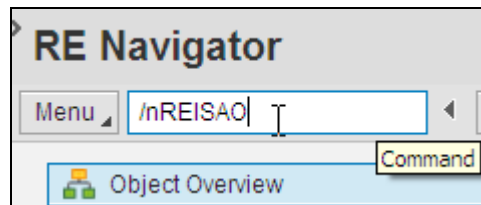
- Architectural Objects
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- Contract Term
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- Contract Renewal
- Contract Renewal Rules
- Contract Security Deposit Agreements
- Contract Reminder dates
- Business Partners for Contracts
- Objects for Contracts
- Measurements for Architectural Objects
- Contract Measurements
- Conditions for Contracts
- Accounting Posting Log
- Accounting Cash Flow
- Accounting Object Cash Flow
- Object by Business Partner
- Business Partners for Contracts
- Documents Created

Architectural Objects

Access

Access the transaction using transaction code **REISAO**.

Note: If using the web version of SAP, type in the Command box “/n” and then the transaction code. This works for all transactions where you know the code.



Fields

Field	Description
Object Type	The different types of Architectural Objects (AO): <ul style="list-style-type: none"> • Easements • Property • Road & Road Reserves • Segregation Strips • Land Entry for Construction
Arch. Object Number	Unique number of the AO. Multiple selection available
Object Validity	Date starting on which an AO is valid. Normally this is the date as of which the AO “exists”, that is, becomes part of your real estate holdings.
Object Valid To	Date up to which an AO is valid. If an object (such as a building) is removed from your real estate portfolio (for example, due to a transfer to a different company code or being demolished) the AO is invalid on the day following the end date.
Person responsible	User id of the person that created the AO Multiple selection available

Uses

Reporting on:	Display data in the report layout by:
<ul style="list-style-type: none"> • particular types of AO • by date validity of AO, and • AO created by 	<ul style="list-style-type: none"> • Description of AO • Legacy number • Maintenance level (numeric) • Acq./Disposal Status (numeric) • Main Usage Type (numeric) • Management Status (numeric) • Forecast date • Vacant for construction • Disposal Potential • Declared surplus • Sate sold • Ready for Occupancy etc.

Contract Overview

Access

- transaction code **REISCN**, or
- The menu path: **Real Estate Management > Reporting > Info System: Contracts**.

Fields

Field	Description
Contract	Contract id. Multiple selection available
Contract Type	Contract Types available: <ul style="list-style-type: none"> • CO01 Commercial Lease • CO02 Residential Lease • DO01 Secur.Deposit Lease-Out Comm. • DO02 Secur.Deposit Lease-Out Res. Multiple selection available
Partner Selection Active	If selected allows the selection of contracts by business partner.
BP Role	The role that the partner has in relation to the contract, for example: <ul style="list-style-type: none"> • MKK Contract Partner • REFX02 NZTA Acquisition Manager • REFX03 NZTA Disposal Manager • REFX04 NZTA Property Manager • REFX05 NZTA Project Manager • REFX06 NZTA Network Manager • REFX20 Property Mgmt. Company • REFX21 Property Manager • REFX22 Property Acq. Company • REFX23 Property Acq. Consultant • REFX24 Property Disposal Company • REFX25 Property Disp. Consultant Multiple selection available
Business Partner	If the BP role (above) selected is REFX20 Property Mgmt. Company, then if the search on the partners is done by "Partners by BP Role". The BP role criteria entered as REFX20, and then the Property Management Companies can be searched on and then selected (e.g. Darrochs - Wellington). Multiple selection available
Contract Validity	Limits the period that the contract is valid from
Person Responsible	This is the person that created the contract. Multiple selections available.

Uses

Reporting on:	Display data in the report layout by:
<ul style="list-style-type: none"> • particular types of Contracts • contracts with specific Business Partners • by date validity of Contract, and • Contracts created by specific users 	<ul style="list-style-type: none"> • Location of Contract • Description of Contract • Notice & Renewal details • Term details • Person Responsible (creator)

Contract Term

Access

- transaction code REISCNPE, or
- The menu path: **Real Estate Management > Reporting > Info System: Term of Contracts.**

Fields

Field	Description
Contract	Contract id. Multiple selection available
Contract Type	Contract Types available: <ul style="list-style-type: none"> • CO01 Commercial Lease • CO02 Residential Lease • DO01 Secur.Deposit Lease-Out Comm. • DO02 Secur.Deposit Lease-Out Res. Multiple selection available
Partner Selection Active	If selected allows the selection of contracts by business partner.
BP Role	The role that the partner has in relation to the contract, for example: <ul style="list-style-type: none"> • MKK Contract Partner • REFX02 NZTA Acquisition Manager • REFX03 NZTA Disposal Manager • REFX04 NZTA Property Manager • REFX05 NZTA Project Manager • REFX06 NZTA Network Manager • REFX20 Property Mgmt. Company • REFX21 Property Manager • REFX22 Property Acq. Company • REFX23 Property Acq. Consultant • REFX24 Property Disposal Company • REFX25 Property Disp. Consultant Multiple selection available
Business Partner	If the BP role (above) selected is REFX20 Property Mgmt. Company, then if the search on the partners is done by "Partners by BP Role". The BP role criteria entered as REFX20, and then the Property Management Companies can be searched on and then selected (e.g. Darrochs - Wellington). Multiple selection available
Contract Validity	Limits the period that the contract is valid from
Term Section	Select Simulate Notice Specify date of when notice given Select Simulate Renewal

Uses

Reporting on:	Display data in the report layout by:
<ul style="list-style-type: none"> • Viewing terms of contract • Simulating either Notice and/or Renewal periods • Viewing Notice & Renewal details 	<ul style="list-style-type: none"> • Notice & Renewal details • Simulated Notice and/or Renewal periods • Term details

Contract Notice

Access

- transaction code REISCNNT, or
- The menu path: **Real Estate Management > Reporting > Info System: Notice on Contracts.**

Fields

Field	Description
Contract	Contract id. Multiple selection available
Contract Type	Contract Types available: <ul style="list-style-type: none"> • CO01 Commercial Lease • CO02 Residential Lease • DO01 Secur.Deposit Lease-Out Comm. • DO02 Secur.Deposit Lease-Out Res. Multiple selection available
Partner Selection Active	If selected allows the selection of contracts by business partner.
BP Role	The role that the partner has in relation to the contract, for example: <ul style="list-style-type: none"> • MKK Contract Partner • REFX02 NZTA Acquisition Manager • REFX03 NZTA Disposal Manager • REFX04 NZTA Property Manager • REFX05 NZTA Project Manager • REFX06 NZTA Network Manager • REFX20 Property Mgmt. Company • REFX21 Property Manager • REFX22 Property Acq. Company • REFX23 Property Acq. Consultant • REFX24 Property Disposal Company • REFX25 Property Disp. Consultant Multiple selection available
Business Partner	If the BP role (above) selected is REFX20 Property Mgmt. Company, then if the search on the partners is done by "Partners by BP Role". The BP role criteria entered as REFX20, and then the Property Management Companies can be searched on and then selected (e.g. Darrochs - Wellington). Multiple selection available
Contract Validity	Limits the period that the contract is valid from
Notice Section	Notice Active Notice Inactive Or Contracts w/ No Notice Given

Uses

Reporting on:	Display data in the report layout by:
<ul style="list-style-type: none"> • Notice Given • Dates and status of Notice • Where Notice hasn't been given or hasn't been activated 	<ul style="list-style-type: none"> • Notice details and dates • Notice given by • Partners • Reversal details

Contract Renewals

Access

- transaction code **REISCNRN**, or
- The menu path: **Real Estate Management > Reporting > Info System: Renewal of Contracts**.

Fields

Field	Description
Contract	Contract id. Multiple selection available
Contract Type	Contract Types available: Multiple selection available
Partner Selection Active	If selected allows the selection of contracts by business partner.
BP Role	The role that the partner has in relation to the contract, for example: <ul style="list-style-type: none"> • MKK Contract Partner • REFX02 NZTA Acquisition Manager • REFX03 NZTA Disposal Manager • REFX04 NZTA Property Manager • REFX05 NZTA Project Manager • REFX06 NZTA Network Manager • REFX20 Property Mgmt. Company • REFX21 Property Manager • REFX22 Property Acq. Company • REFX23 Property Acq. Consultant • REFX24 Property Disposal Company • REFX25 Property Disp. Consultant Multiple selection available
Business Partner	If the BP role (above) selected is REFX20 Property Mgmt. Company, then if the search on the partners is done by "Partners by BP Role". The BP role criteria entered as REFX20, and then the Property Management Companies can be searched on and then selected (e.g. Darrochs - Wellington). Multiple selection available
Contract Validity	Limits the period that the contract is valid from
Renewal Section	Renewal Active Renewal Inactive Option or Automatic Approved / rejected Notification by

Uses

Reporting on:	Display data in the report layout by:
<ul style="list-style-type: none"> • Notice Given • Dates and status of Renewal • Where Renewal hasn't been given or hasn't been activated 	<ul style="list-style-type: none"> • Renewal type and rule • Notice given by • Renewal Approval • Status of renewal

Contract Renewal Rules

Access

- transaction code **REISCNRRRULE**, or
- The menu path: **Real Estate Management > Reporting > Info System: Renewal Rules**.


Fields

Field	Description
Contract	Contract id. Multiple selection available
Contract Type	Contract Types available: Multiple selection available
Partner Selection Active	If selected allows the selection of contracts by business partner.
BP Role	The role that the partner has in relation to the contract, for example: <ul style="list-style-type: none"> • MKK Contract Partner • REFX02 NZTA Acquisition Manager • REFX03 NZTA Disposal Manager • REFX04 NZTA Property Manager • REFX05 NZTA Project Manager • REFX06 NZTA Network Manager • REFX20 Property Mgmt. Company • REFX21 Property Manager • REFX22 Property Acq. Company • REFX23 Property Acq. Consultant • REFX24 Property Disposal Company • REFX25 Property Disp. Consultant Multiple selection available
Business Partner	If the BP role (above) selected is REFX20 Property Mgmt. Company, then if the search on the partners is done by "Partners by BP Role". The BP role criteria entered as REFX20, and then the Property Management Companies can be searched on and then selected (e.g. Darrochs - Wellington). Multiple selection available
Contract Validity	Limits the period that the contract is valid from

Uses

Shows all of the specified contracts and the details of any associated renewal rules. The report doesn't allow for showing only contracts that have renewal rules; however in the report output a filter may be applied. See below.

In the **Info System: Renewal Rules of Contract** screen:

- click the **Filter** icon 
- in the **Define Filter Criteria** dialog box that displays
- select the **Renewal Rule Exists** field from the list on the right
- add it to the Filter criteria column on the left
- press Enter
- In the **Filter criteria** dialog box that display, select an "X" in the **Renewal Rule Exists** field
- Press Enter.

Result: Only the Contracts with renewal rules are displayed.

Security Deposit Agreements

Access

- transaction code **REISCNDP**, or
- The menu path: **Real Estate Management > Reporting > Info System: Security Deposit Agreements**.

Fields

Field	Description
Contract	Contract id. Multiple selection available
Contract Type	Contract Types available: Multiple selection available
Partner Selection Active	If selected allows the selection of contracts by business partner.
BP Role	The role that the partner has in relation to the contract, for example: <ul style="list-style-type: none"> • MKK Contract Partner • REFX02 NZTA Acquisition Manager • REFX03 NZTA Disposal Manager • REFX04 NZTA Property Manager • REFX05 NZTA Project Manager • REFX06 NZTA Network Manager • REFX20 Property Mgmt. Company • REFX21 Property Manager • REFX22 Property Acq. Company • REFX23 Property Acq. Consultant • REFX24 Property Disposal Company • REFX25 Property Disp. Consultant Multiple selection available
Business Partner	If the BP role (above) selected is REFX20 Property Mgmt. Company, then if the search on the partners is done by "Partners by BP Role". The BP role criteria entered as REFX20, and then the Property Management Companies can be searched on and then selected (e.g. Darrochs - Wellington). Multiple selection available
Contract Validity	Limits the period that the contract is valid from

Uses

Shows any contract (within the specified criteria) that has a security deposit agreement.

Reporting on:	Display data in the report layout by:
Shows any contract (within the specified criteria) that has a security deposit agreement.	<ul style="list-style-type: none"> • Calculated security deposit • Terms and dates • Type of security deposit • Contract details etc

Business Partners of Contract

Access

- transaction code **REISCNBP**, or
- The menu path: **Real Estate Management > Reporting > Info System: Business Partners of Contract**.

Fields

Field	Description
Contract	Contract id. Multiple selection available
Contract Type	Contract Types available: Multiple selection available
Partner Selection Active	If selected allows the selection of contracts by business partner.
BP Role	The role that the partner has in relation to the contract, for example: <ul style="list-style-type: none"> • MKK Contract Partner • REFX02 NZTA Acquisition Manager • REFX03 NZTA Disposal Manager • REFX04 NZTA Property Manager • REFX05 NZTA Project Manager • REFX06 NZTA Network Manager • REFX20 Property Mgmt. Company • REFX21 Property Manager • REFX22 Property Acq. Company • REFX23 Property Acq. Consultant • REFX24 Property Disposal Company • REFX25 Property Disp. Consultant Multiple selection available
Business Partner	If the BP role (above) selected is REFX20 Property Mgmt. Company, then if the search on the partners is done by "Partners by BP Role". The BP role criteria entered as REFX20, and then the Property Management Companies can be searched on and then selected (e.g. Darrochs - Wellington). Multiple selection available
Contract Validity	Limits the period that the contract is valid from
Report Filter	See BP Role above

Uses

Reporting on:	Display data in the report layout by:
Shows any contract (within the specified criteria) that has a Property Management Company assigned as a business partner. Sorting can be done on the PM Company.	<ul style="list-style-type: none"> • Name and Address of Property Mgmt Co. • Type of list • Term of lease • Details of creation and edits • Start and end of relationships